

PERSONNEL BOARD MEETING MINUTES

Monday, February 5, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, member; Luis Zubieta, Member.

PRESENT: Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, member; Zoraya Pena, Member; Luis Zubieta, member; Gelien Perez, Human Resources Director; Owen Kohler, Assistant City Attorney; Luz Fernandez, Personnel Board Secretary.

ABSENT: Norberto Alvarez, Vice-Chairperson;

AGENDA

1. Request to approve the minutes of the January 2018 Personnel Board meeting.

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received January 2018.

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|-----------------------|-------------------------|
| 1. Ronnie Williams | Public Works Department |
| 2. Crystal Ferrer | Public Works Department |
| 3. Marlon F. Espinoza | Police Department |

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

3. Report of **Leave without Pay** for January 2018.

SO NOTED.

4. Report of **Civil Service Appointments** for January 2018.

- | | |
|---------------------------------|-----------------|
| 1. Patrick Flynn (Fire Chief) | Fire Department |
| 2. Carlos Barrientos (Fire Lt.) | Fire Department |

SO NOTED.

5. Report of **Civil Service Resignations** for January 2018.

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|------------------------|----------------------------------|
| 1. Manuel A. Garcia | Community Development Department |
| 2. Robert Powell | Fire Department |
| 3. Richard Simpson III | Fire Department |
| 4. Mario Pico | Fire Department |
| 5. Owen Kohler | Law Department |
| 6. Matthew Acquaro | Police Department |
| 7. Adlin Gomez | Police Department |
| 8. Eddy Hernandez | Police Department |
| 9. Hector Cerrato | Police Department |
| 10. Jorge Sanchez | Police Department |
| 11. Benito Vargas | Public Works Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for January 2018.

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| 1. Osvaldo Camejo | Fire Department |
| 2. Ariel Hernandez | Police Department |
| 3. Gene Delima | Police Department |

SO NOTED.

7. Request to certify the eligibility list of **Receptionist.**

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

8. Request to certify the eligibility list of **Skilled Craftsman.**

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to certify the eligibility list of **Meter Reader (A).**

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

10. Request to certify the eligibility list of **Public information Specialist/Journalist.**

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

11. Request to certify the eligibility list of **Certified Firefighter Paramedic.**

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mrs. Pena. Passed by unanimous vote.

12. Request to approve the **revised** job description for **Street Engineer Technician II.**

Copy of **revised** job description is attached.
Range – 50, \$1,329.00 - \$2,586.00 Bi-weekly

APPROVED 4-0. Motion by Mrs. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

13. Request to approve the **revised** job description for **Customer Service Supervisor.**

Copy of **revised** job description is attached.
Range – 50, \$1,329.00 - \$2,586.00 Bi-weekly

APPROVED 4-0. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

14. Request to hear **Unfinished Business.**

NONE.

15. Request to hear **New Business.**

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, March 5th, 2018

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.